

NAVSTANORVAINST 5215.3P  
N1

NAVSTA NORVA INSTRUCTION 5215.3P

Subj: NAVAL STATION NORFOLK DISTRIBUTION LISTS

Encl: (1) Distribution Lists

1. Purpose. Enclosure (1) disseminates the current Naval Station Norfolk Distribution Lists.
2. Cancellation. NAVSTANORVAINST 5215.3N.
3. Responsibility of Originator. It is the responsibility of the originator of a directive or publication to determine the distribution list(s) to be used. This determination will be based on the content of the directive.
4. Internal Distribution. This revision provides sufficient copies of all directives for interdepartmental distribution. It is the responsibility of Department Heads and/or Special Assistants to ensure distribution of directives within their respective departments.
5. Action. In order to maintain an accurate distribution list, Department Heads, Special Assistants, tenant commands, and Program Department OIC's are requested to advise the NAVSTA Administrative Department, by memorandum or e-mail, of any change. Other commands and activities should submit changes by letter to Commanding Officer, Naval Station Norfolk (Attn: N1).

G. L. BECKER

Distribution:  
Lists I-IV